



City of Los Altos

Job Description – Planning Services Manager

Non-Represented

Exempt

Definition:

The Planning Services Manager reports to the Community Development Director and is responsible for Planning Division in the Community Development Department. In this role, the Manager plans, organizes, directs and coordinates, planning, zoning, and community development programs, and participates as a member of the department's management team in the development of departmental policy and administrative processes, as well as undertaking related work as required. This position also provides direction for administrative, financial, and operational activities of the division. Duties of the Manager will include, but not be limited to:

- Administer the General Plan, Specific Plans, and subdivision, planning and zoning codes and ordinances.
- Monitor the City's development services programs including review of major development projects and processing and issuing zoning approvals.
- Provide staff support to the Environmental Committee, Design Review Commission, Historical Commission, and Planning Commission.
- Administer the California Environmental Quality Act (CEQA) and related state and federal laws and regulations, the Affordable Housing Program, the Community Development Block Grant Program, and the Urban Runoff Pollution Prevention Program.
- Develop, recommend, implement, and monitor divisional performance standards and prepare division policies and procedures.
- Coordinate interagency programs and enforcement projects and cross functional reviews with other departments and agencies and assist with code enforcement investigations.
- Meet with developers, design and construction professionals, and interested members of the public to provide advice and information, and provide applicant support throughout the planning building permitting process.
- Supervise, coach, train, and evaluate and motivate staff.

MINIMUM POSITION REQUIREMENTS:

KNOWLEDGE OF:

Considerable knowledge of zoning regulations, state and local laws, the California Environmental Quality Act (CEQA), the Subdivision Map Act, the Community Development Block Grant Program, and the Urban Runoff Pollution Prevention Program; considerable knowledge of the principles and practices of land use, urban planning, architectural and urban design; considerable knowledge of policy planning and administration; working knowledge of the policies, procedures, rules and regulations which govern the operation of local government; working knowledge of legislative and regulatory processes; working knowledge of the use and application of modern information and

telecommunications systems and technologies; working knowledge of the principles of supervision and management.

ABILITY TO:

Provide leadership; plan, direct, and organize the operations and staff of a complex agency division; understand, interpret and apply laws and administrative policies and rules; work effectively with the Community Development Director, the City Manager, City Council and Planning Commission; communicate clearly, concisely and persuasively both orally and in writing; select, train, supervise, motivate, and evaluate staff; utilize modern information and communication technologies.

EXPERIENCE AND EDUCATION: *Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Five years of progressively responsible supervisory and management experience involving interpretation and application of planning and zoning codes and regulations.
- Five years of progressively responsible experience as the staff liaison of a board, commission, or committee, which has been appointed by the agency's elected officials and which has the authority to review and take discretionary actions on development applications or participates and makes recommendations on laws or policies of the agency.
- Bachelor's degree in urban planning, architecture, civil engineering or a closely related field. Possession of a Master's Degree in one of the specified fields is desirable.
- Possession of, or ability to obtain prior to employment, a Class C California Driver's license and a satisfactory driving record.
- Certification by the American Institute of Certified Planners is highly desirable.

IDEAL CANDIDATE POSSESSES THE FOLLOWING CHARACTERISTICS: Is highly professional, patient, respectful, and ethical; possesses excellent problem-solving skills and a can-do attitude. Communicates effectively and proactively both verbally and in writing. Enjoys working in a small-town atmosphere with an engaged public, including merchants, property owners and residents.

PHYSICAL REQUIREMENTS/GENERAL WORKING CONDITIONS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas and walking on uneven terrain and climbing to reach certain access points may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EQUAL OPPORTUNITY EMPLOYER

The City of Los Altos is an equal opportunity employer and does not discriminate in employment on the basis of a person's race, religious creed, color, national origin, ancestry, mental or physical disability, medical condition, marital status, sex, age or sexual orientation. Candidates with a disability, which may require special assistance in any phase of the application or testing process, should advise City of Los Altos upon submittal of application. Documentation of the need for accommodation must accompany the request.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.